

HOMELAND SECURITY ACQUISITION MANUAL

DEPARTMENT OF HOMELAND SECURITY FORMS FOR USE IN ACQUISITION

This HSAM Note is being transmitted to all DHS Heads of Contracting Activities and Acquisition Leads. PLEASE DISSEMINATE TO WIDEST POSSIBLE AUDIENCE - ACQUISITION STAFF, FINANCIAL PERSONNEL, CUSTOMERS, PURCHASE CARDHOLDERS, ETC.

Introduction: This transmittal provides the first HSAM Notice 04-01, including the latest changes regarding forms referenced in the HSAM. This notice is issued in accordance with HSAM 3001.301-70(c)(2). The changes are integrated into the electronic HSAM version at www.dhs.gov and DHS Online. The HSAM changes are as follows:

(1) CHAPTER 3036 – CONSTRUCTION AND ARCHITECT-ENGINEER CONTRACTS

SUBCHAPTER 3036.212 Preconstruction orientation.

3036.212(b) is revised to read: DHS Form 700-11, “Preconstruction Conference Agenda and Checklist”, or a similar checklist, must be used as the agenda of, or checklist for, the preconstruction conference.

(2) CHAPTER 3037 - SERVICE CONTRACTING

SUBCHAPTER 3037.110-70 Solicitation and contract clauses.

3037.110-70(b) is revised to read: The Conditional Access to Sensitive But Unclassified Information Non-Disclosure Agreement, DHS Form 11000.6, required in accordance with (HSAR) 48 CFR 3037.103-71 and used with the clauses in paragraphs (a) and (b) of (HSAR) 48 CFR Subpart 3037.110-70, shall be retained in accordance with OE procedures.

(3) CHAPTER 3053 - FORMS

3053.105 Computer Generation.

HSAM 3053.105 (b) is revised to include the following sentence after the existing text: The HSAM forms are available electronically at DHS Online at <https://dhsonline.dhs.gov/portal/jhtml/general/forms.jhtml>.

Two DHS HSAM forms are replaced in Chapter 3053 with revisions as follows:

DHS Form 700-15, Advanced Acquisition Plan, was revised to: (1) change block numbers on page 1 to map to the new instructions; (2) provide the new instructions for

completion of the form; and (3) include a new issuance date of 04/04.

DHS Form 700-16 Simplified Acquisition Summary, was revised to correct a typographical error in block 6 and include a new issuance date 04/04.

The following forms have been electronically revised to allow for user completion however, no changes were made to the content or the date of the form.

DHS Form 700-19 - Summary of Underpayments;

DHS Form 700-20 - Procurement Request and Continuation Sheet; and

DHS Form 700-21 - Material Inspection and Receiving Report and Continuation Sheet.

Additional Information:

Direct questions or comments to Kathy Strouss (202) 772-9955 kathy.strouss@dhs.gov or Angelie Jackson at (202) 692-4211 or e-mail angie.jackson@dhs.gov.

Attachment: None

Effective date: 06 April 2004

Signed by:

(signed)

Ashley J. Lewis

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